



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 1/13/2016

Executive Administrative Assistant

JobID: 3187

Position Type:

Secretarial/Clerical/Secretary

Closing Date:

01/30/2016

Date Posted:

1/13/2016

Location:

KRESA/Service Center

Division:

Instructional Center

Position Type:

Full-time, 12-Month

Hours:

7:30-4:30

Responsibilities:

Assists with daily operation of the Instructional Center office. Communicates professionally with clients (state, higher education offices, local districts, staff, community, etc.). Manages administrative functions (scheduling, meetings, minutes, calendars, reports, communications, etc.). Assists with the systematic process of project management maintaining tracking tools, meeting schedules, etc. Composes and/or transcribes from rough draft: correspondence, bulletins, reports and other material. Proofreads documents, reports, and brochures ensuring Kalamazoo RESA is represented at a level of excellence. Generates confidential reports for internal and external distribution. Assists professional staff as needed providing the highest level of customer service. Coordinates the efforts of support personnel setting an example for others to emulate. Monitors and tracks department/program adherence to established budgets, projects, and plans. Other duties as assigned.

Qualifications:

High school diploma or general education degree (GED) and two to three years related professional experience and/or training; or equivalent combination of education and experience. Proficient with Microsoft Office and website management. Effective communication and organizational skills. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by AppliTrack, a product of Frontline Technologies.